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Approved For Release 2000/08/27 : CIA-RDP78-02990A000100040101-6

6 September 1967

MEMORANDUM FOR: Deputy Director for Plans  
Deputy Director for Intelligence  
Deputy Director for Support  
Deputy Director for Science and Technology  
Deputy to the DCI for National Intelligence  
Programs Evaluation  
Director of National Estimates  
General Counsel  
Legislative Counsel  
Inspector General

SUBJECT : Reporting the Loss of Classified Material  
and Other Significant Developments

1. There have been instances in recent months of failure to report promptly to proper authorities the loss of highly classified reports and sensitive material. There have also been delays in reporting the development of other situations of immediate concern. Upon receiving a belated report, about all responsible authorities can do is determine who was at fault, assess the damage, and correct those procedural flaws that may still exist. By then the damage usually has been done and we are denied the benefits of early actions that might have been taken to minimize damage or prevent unfavorable publicity.

2. The security responsibilities of all personnel extend specifically to the prompt reporting of the loss or compromise of classified material or the development of any situation of immediate concern. The daily routines established for handling classified material and for carrying out our classified activities must not be permitted to substitute for continued alertness and initiative on the part of the individual employee.

3. When a matter of security or other concern has been reported, it is imperative that the report promptly reach the Agency officers who are competent to assess the significance of the incident or situation and who have authority to act in response to it. Each person in the reporting chain is responsible for determining who else should be informed, and in what order, and for ensuring that the report is passed onward with no delay.

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1. Failure to act promptly in reporting the loss of classified material or any significant developments involving your organization may result in disciplinary action being taken against those responsible.

2. I cannot emphasize too strongly that it is a command responsibility to ensure that all personnel under your supervision are thoroughly indoctrinated in the foregoing principles and to their adherence, without exception.

L. K. White  
Executive Director-Comptroller

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